



**COUNTY OF HAMILTON
OFFICE OF THE COUNTY ENGINEER
WILLIAM W. BRAYSHAW, P.E.-P.S.**

July 26, 2010

**Notice to all Employees and the Public
JOB OPENING**

JOB TITLE: Project Funding Coordinator
LOCATION: 10480 Burlington Road, Cincinnati, OH 45231
SALARY: \$1,602.53 biweekly (Pay Range 18, Step A)
Normal working hours for this position is forty-hours (40) per week.
LAST DAY TO APPLY: Wednesday, August 11, 2010 no later than 4:00 p.m.

ADDRESS TO APPLY: 138 E. Court Street, Hamilton County Engineer's Office, Rm. 700 or Hamilton County Human Resource, Rm. 707

MINIMUM QUALIFICATIONS:	Bachelor's degree with coursework in civil engineering, construction techniques or drafting and/or mechanical design, plus two (2) years related experience and/or training which evidences an advanced knowledge of civil engineering and construction techniques; two (2) years experience in grant or contract administration and accounting.
JOB DUTIES:	Administers the State Capital Improvement Program (SCIP) and local transportation plan funds for Ohio Public Works Commission (OPWC) and the local Integrating Committee; coordinates support staff to plan funding schemes for project year; works directly with local jurisdictions to determine if projects need funding; assists jurisdictions with application process; completes and submits Hamilton County's (HC) funding applications; assists in rating applications; reviews appeals; makes recommendations to the Integration Committee. Administers the Municipal Road Funds (MRF) and Township 20% Program monies (i.e., assists municipalities and/or townships with application process; reviews projects and applications and makes recommendations; meets with consultants, engineers and other officials). Prepares pay disbursements to contractors of HC projects determining percentage paid by HC and percentage paid by OPWC funds. Prepares all ROW agreements for property agents relating to acquisition of property from property owners; works with appraisers to review plans and make amendments to agreement as required. Receives all bids for Planning and Design Department; prepares spreadsheets for tracking of bids, projects and money; reviews bids for accuracy and to determine if they're acceptable; makes recommendation for lowest and best bid. Reviews tax bills to determine property tax exemption (i.e., researches deeds; completes appropriate forms; determines which tax bills to pay; etc.). Makes drafting changes to plans; assists townships with contracts for the Road Resurfacing Program (i.e., generates contract, answers questions, etc.); orders supplies; works on special projects.

FOR CURRENT COUNTY ENGINEER EMPLOYEES: COMPENSATION WHEN PROMOTED OR RECLASSIFIED INTO A HIGHER CLASSIFICATION When an employee is promoted or reclassified into a higher classification with a higher pay range, the rate of compensation within the new pay range will be fixed at a step that will afford an approximate four percent (4%) increase in annual pay. No increase shall exceed the maximum step of the pay range assigned to the position. Promotions will be based upon the ability of the employee to perform the job, the overall record of the employee, seniority within classification and the employee's previous performance evaluations. **WRITTEN REQUESTED TRANSFERS WILL BE CONSIDERED.**

WILLIAM W. BRAYSHAW, P.E.-P.S.
HAMILTON COUNTY ENGINEER

cc: Burlington, Central, Delhi, Downtown, Eastern,
Garage, Harrison, Maint/Admin, Permit/Construction,
Sign Shop, Signal Shop, Traffic and Western